

Texas State Board of Plumbing Examiners
Employment Opportunity
929 East 41st Street
Austin, TX 78751

Position: Attorney II-III

Job Posting Number: 09/24-456-11

State Classification: 3503/3504

Salary Group: B23/B25 – Attorney II/III (Depending on Qualifications)

Salary: \$4,598.67 – 6,941.50 / Month

Full-time

Opening Date: 08/03/2023

Closing Date: Until Filled or Closed

Benefits: Excellent benefits provided; numerous elective benefits are available.

Job Description

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

The Attorney III represents a state regulatory agency with 51 FTEs. Performs senior level legal work. Involves planning and organizing work, interprets laws and regulations, prepares legal documents, renders legal advice and counsel, consults with trial attorneys, and prepares cases for trial. Works under the general supervision of the Executive Director with moderate latitude for the use of initiative and independent judgment.

TSBPE offices are located adjacent to an industrial type of facility where plumbing exams are administered.

Attendance and punctuality are required work attributes. This position is not eligible as a work-from-home position.

Military Crosswalk information can be accessed at:

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_Legal.pdf

Veterans: Go to www.texasskillstowork.com for assistance with translating your military work experience and training courses into civilian job terms, qualifications/requirements, and skill sets.

Essential Job Functions

- Provide excellent, friendly, courteous, and professional service to the Board, agency employees, and public.
- Assists in the coordination of the activities of the Enforcement Department.
- Conducts administrative hearings before the State Office of Administrative Hearings (SOAH).
- Research and drafts legal documents.
- Maintain knowledge of the APA, plumbing codes, and the Plumbing License Law and Board Rules.
- Assists with open records request fulfillment.
- Perform related work/other duties as assigned.

Minimum Qualifications

- Currently licensed, in good standing, to practice law in the State of Texas is required.
- Graduation from an accredited law school with a Bachelor of Law (LL.B.) or a Juris Doctor (J.D.) is required.
- At least four years full-time experience in administrative law, particularly conducting administrative hearings.
- Demonstrate the ability to develop a thorough understanding of the TSBPE mission and how it is accomplished, the Plumbing License Law, Board Rules and plumbing codes adopted by the State.
- Must demonstrate proficiency using a computer, Office 365, Microsoft Word, Excel, Power Point, Adobe, and email programs, and be able to maintain electronic files.
- Possess, demonstrate, and work with a positive, assertive attitude and excellent communication and interpersonal skills for dealing in a professional and ethical manner with the public, coworkers, and other entities.
- Ability to manage stressful situations, and to receive and respond to constructive feedback.
- Demonstrate dependability and a good record of promptness and attendance in previous work history.
- Prior to employment, the applicant must be divested of any conflict of interest, including any financial or advisory interests in any plumbing company.
- Possess and maintain a valid Texas driver's license and acceptable driving record.
- Be able to work flexible hours and days, including some weekends, if required.
- Possess and maintain a valid Texas driver's license and acceptable driving record.

Knowledge Skills & Abilities

- Knowledge of the APA, OMA, PIA, Plumbing License Law.
- Ability to conduct hearings before SOAH, prepare opinions and briefs, prepare cases for trial, summarize findings, interpret, and apply laws, use legal reference materials, and communicate effectively.
- Experience in legal work, preferably related to administrative enforcement of state agency rules, policies, and related authorities in the plumbing industry.
- Knowledge of legal principles, practices, and proceedings; and of laws, regulations and rules related to the plumbing industry and the State.
- Skill in legal research, writing and analysis.

To Apply

NO FAXES OR PHONE CALLS, PLEASE!

- Submit a completed typed State of Texas application by e-mail to:

info@tsbpe.texas.gov

- or through the work in Texas website:

<https://www.workintexas.com/vosnet/Default.aspx>

IMPORTANT: Follow the instructions at the above internet address on how to download the State of Texas Application for Employment. Only completed State of Texas Applications will be considered. Resumes are accepted, but not in lieu of, the State of Texas application. Only signed completed State of Texas applications will be considered.

- Applications will be screened for minimum qualifications. The highest qualified candidates will be contacted for further consideration and the possibility of an interview. Skill demonstrations or work simulations will be part of the selection process. Copies of transcripts or diplomas will be requested. Only applicants who are interviewed will receive notification of selection results.
- Due to the nature of TSBPE business a background check will be conducted, prior to an offer of employment, to determine criminal history and any history of violations.
- The U.S. Immigration Reform and Control Act of 1986 requires new employees to present proof of identity and eligibility to work in the United States. TSBPE participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) with information from each new employee's Form I-9 to confirm work authorization.
- Male candidates between the ages of 18 to 25 will be required to show proof of Selective Service System Registration or Exemption.
- Please contact Human Resources if you require assistance or special accommodations during the application or selection process.
- TSBPE is covered by the Fair Labor Standards Act (FLSA).
- TSBPE is an "employment at-will" agency.

CLEAN AIR POLICY IN EFFECT
AN EQUAL OPPORTUNITY EMPLOYER

TSBPE does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status.